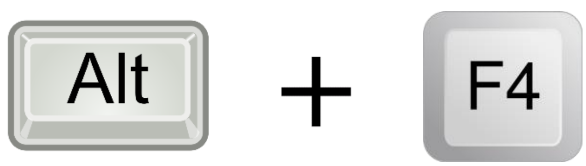
Updating the WhiteBoard- use the guidelines below to restart or refresh the whiteboard as needed.

Restarting the Whiteboard

If the Patient Tracking Board is displaying an error, or is not refreshing, then the application MUST be closed by using the two-key combination. Press and hold the ALT key and tap the F4 key.



HOLD TAP

Repeat ALT - F4 key combination until all windows are cleared and the Windows desktop is visible.

To restart the Patient Tracking Board use the key combination below:

HOLD TAP

Next select, the appropriate unit to display, i.e. 43B

****PLEASE NOTE: the whiteboard will automatically update every 5mins. ****

If at any time the whiteboard is blank and or you need to automatically update the screen – using the mouse, right click and select 'Refresh'.

If you are ever prompted for a username & password in the process, they are:

<u>Username: netsmartpass\eWhiteboardreports</u>

<u>Password: Avatar123!</u>

Support and Maintenance:

- If after performing the above steps twice and the board is not restored, please call:

  Avatar Support at 855-400-0797

- When Avatar is unavailable for monthly maintenance, 2am to 5am the 3rd Sunday of every month, please reboot the computer to ensure it stays current with all required updates.

Instructions for Whiteboard Treatment Team Assignment and Patient Notes Form:

- Within the 'Search Forms' section – search and select 'Whiteboard Treatment Team Assignment and Patient Notes'
- Within 'Select Program' type in the name of the Unit and select the correct unit
- **To begin**
  - Add current date and time
  - Select Treatment Team Assignment and…
- **Adding Patient**
  - Type in patient's name in 'Patient Name' field
  - Type in assigned Nurse to 'Nurse Assigned' field
  - Type in assigned Social Worker to 'Social Worker' field
- **Additional Notes**
  - Within the 'Notes' field you can add information that may not otherwise be located within Avatar. (i.e – lab work, outside appts, disposition, etc.)

After all information has been added and you would like to add additional patients – under 'Treatment Team Assignment and Patient Notes' select 'Add New Item' and complete the previous steps. If you have entered a patient in error – highlight the patients name and select 'Delete Selected Item'. To edit information that was entered on a patient – click on the patient's name and then select 'Edit Item'

Once you have updated all info – select 'Submit'. The whiteboard will then be updated with the information that was just entered.

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